Yealink Meeting Server Quick Start Guide-for User

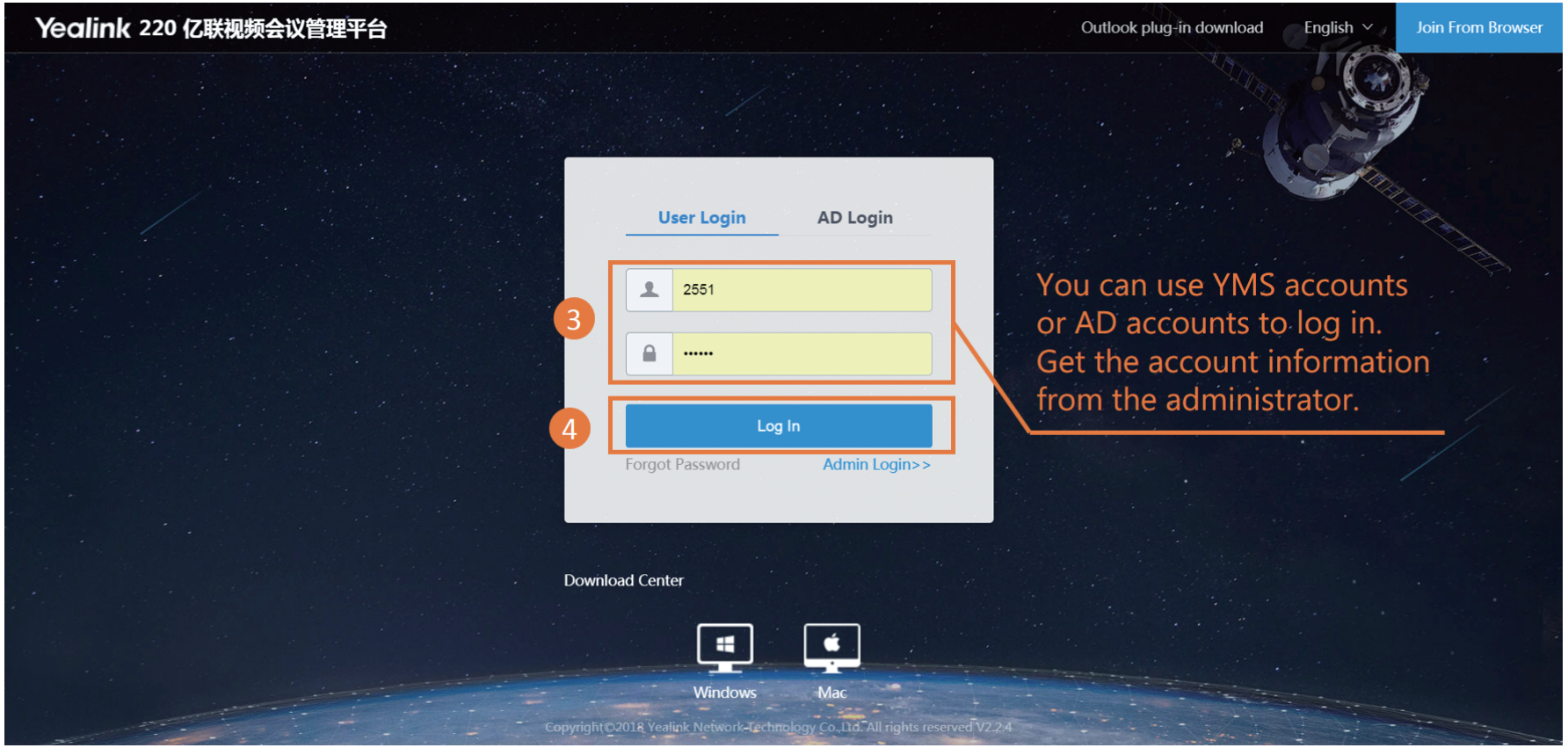
Applies to Version 21.0.0.10 or later

Introduction

The users can read this guide to schedule conferences, join conferences, and control conferences.

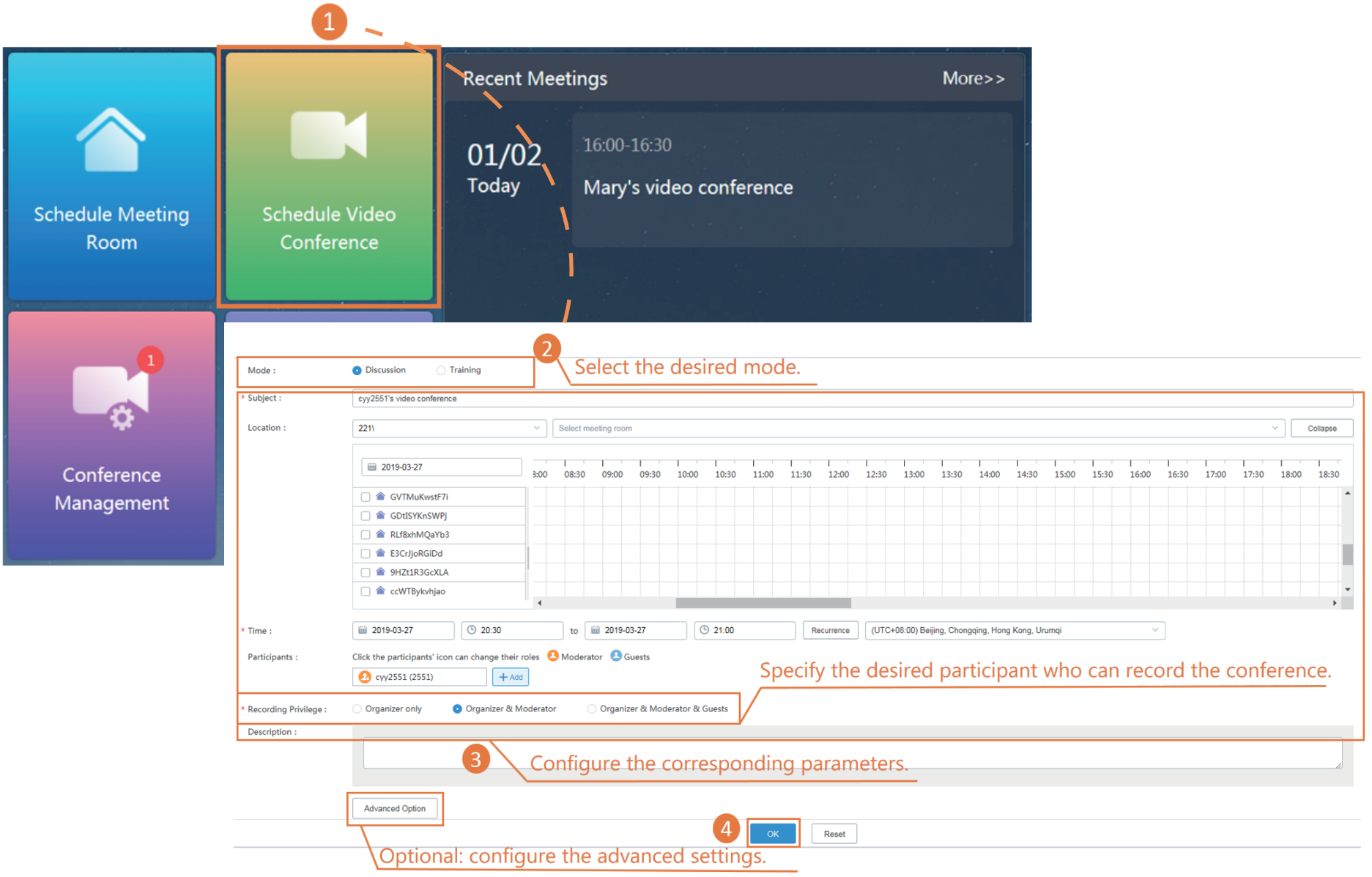
Logging into YMS

1. Open a web browser.
2. Enter the domain name or the IP address of YMS in the address bar to go to the Login page of YMS.
   Follow the steps in the picture below to log in.



Scheduling Conferences

The participants can receive the conference invitation emails, they can also receive the conference notification on their VCS, SIP-T49G, Yealink VC Mobile&Desktop and so on.



Joining Conferences

Do one of the following:

- Join conferences by logging into YMS accounts on Yealink devices.

  The supported devices are: PVT950/PVT980, VC880/VC800/VC500/VC400/VC200/VC120/VC110, CP960 conference phone, SIP-T49G/SIP-T58V/VP59 phone, and Yealink VC Mobile&Desktop.

- Join conferences via the YMS web app.

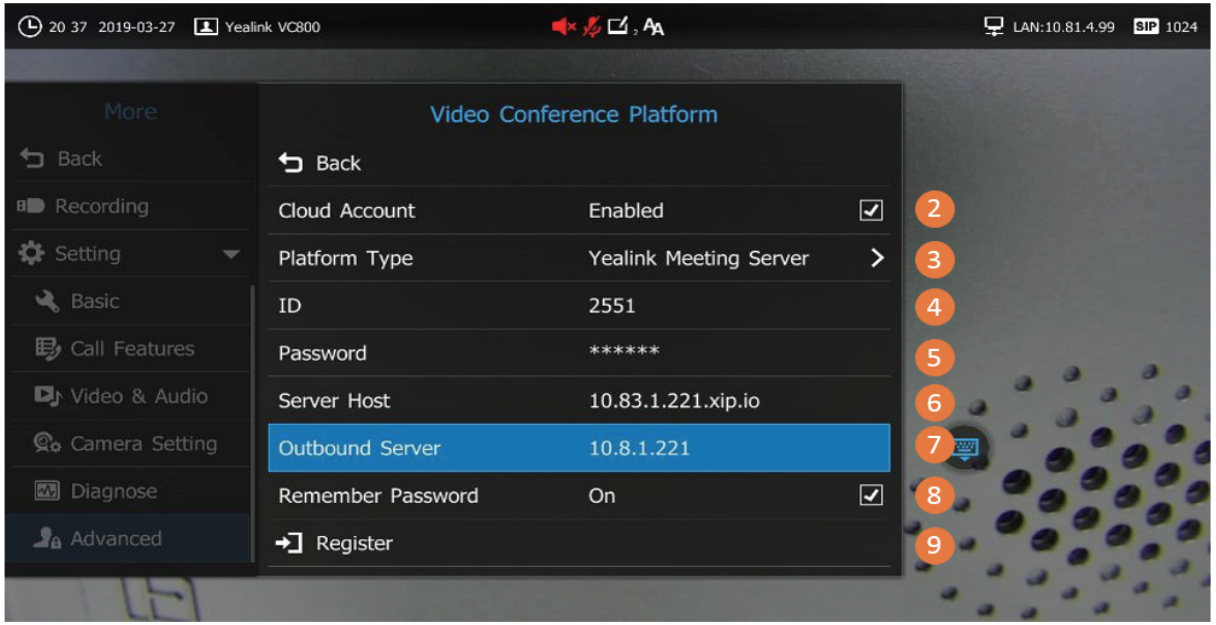
VCS

Take the VC800 videoconferencing system as an example, you can follow the steps below to join the confernece.

Logging into YMS

1. On your remote control, navigate to **More**->**Setting**->**Advanced** (the default password is admin)->**Video Conference Platform**.

   Follow the steps in the picture below to log in.

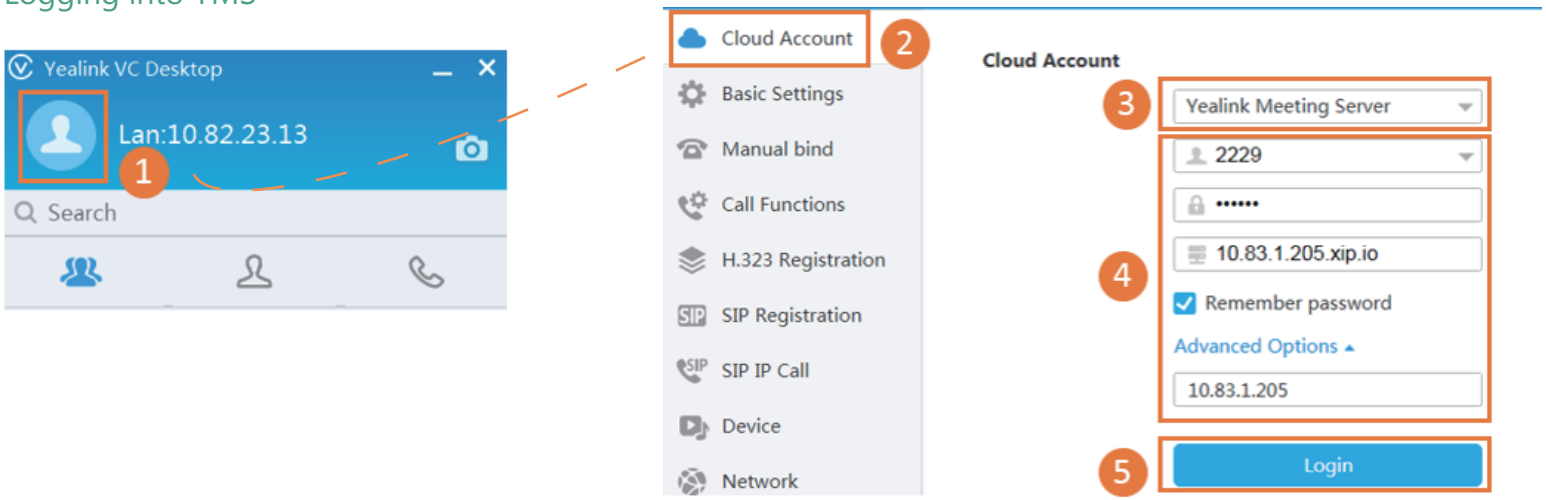


Joining the Conference from the Schedule

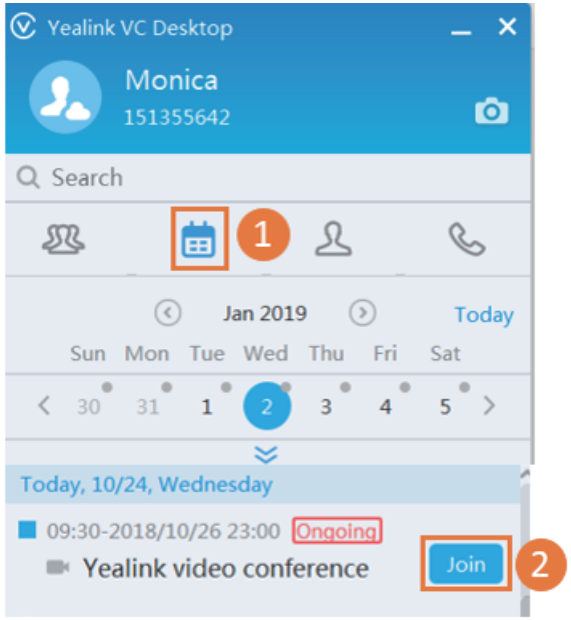
VC Desktop & VC Mobile

Take the Yealink VC Desktop for Windows as an example, you can join the conference by the following steps.

Logging into YMS



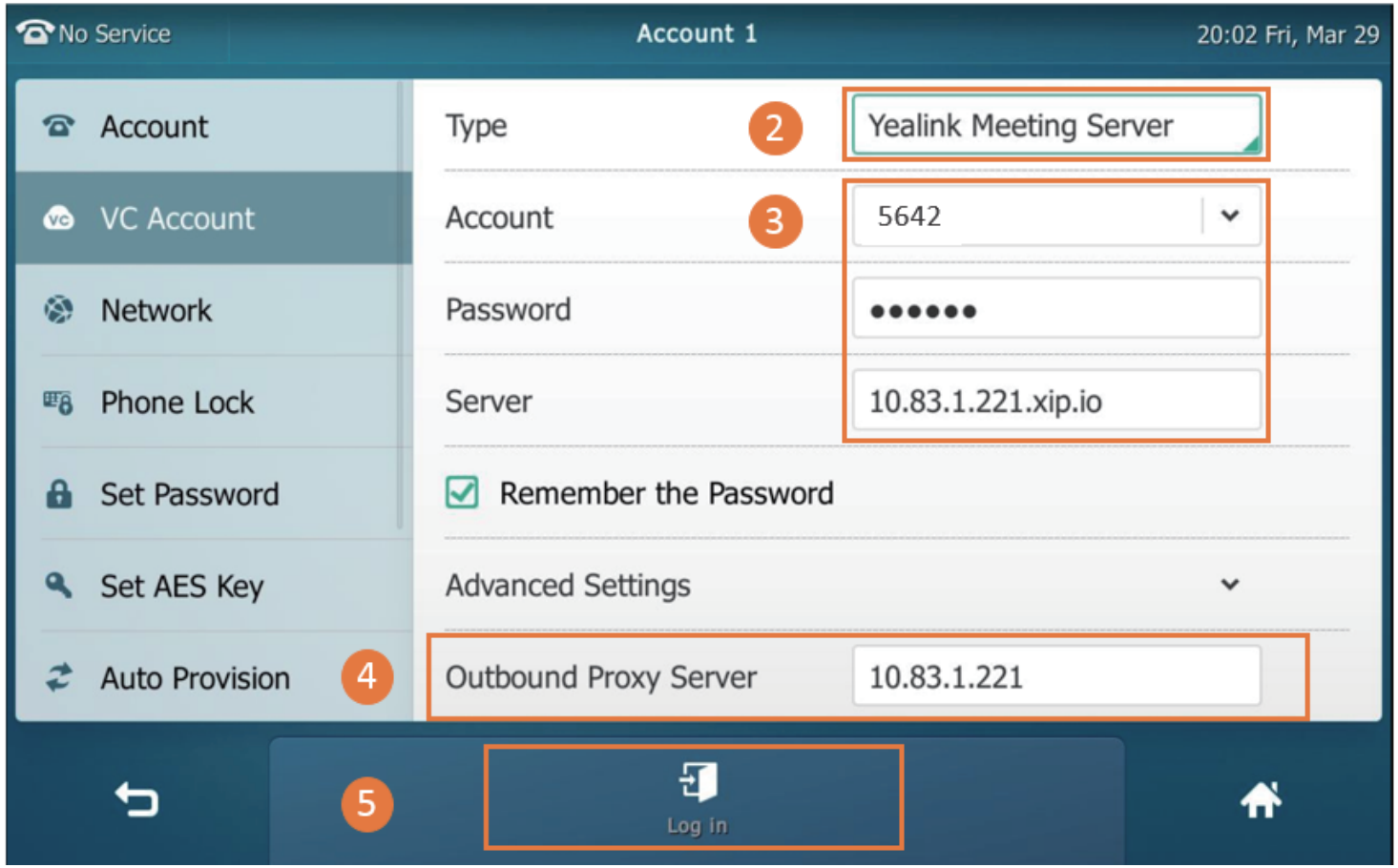
Joining the Conference from the Calendar



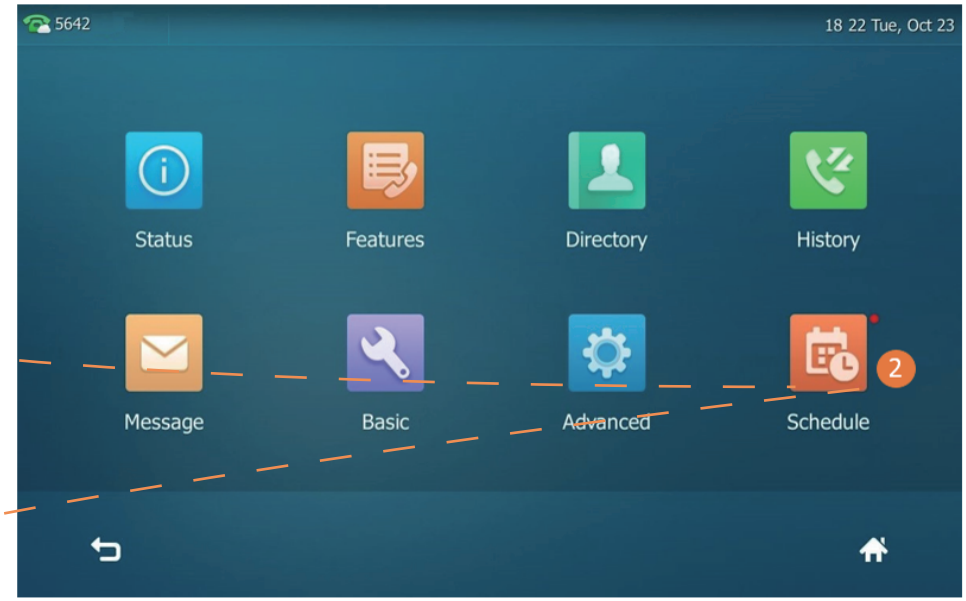
You can join the conference by the following steps.

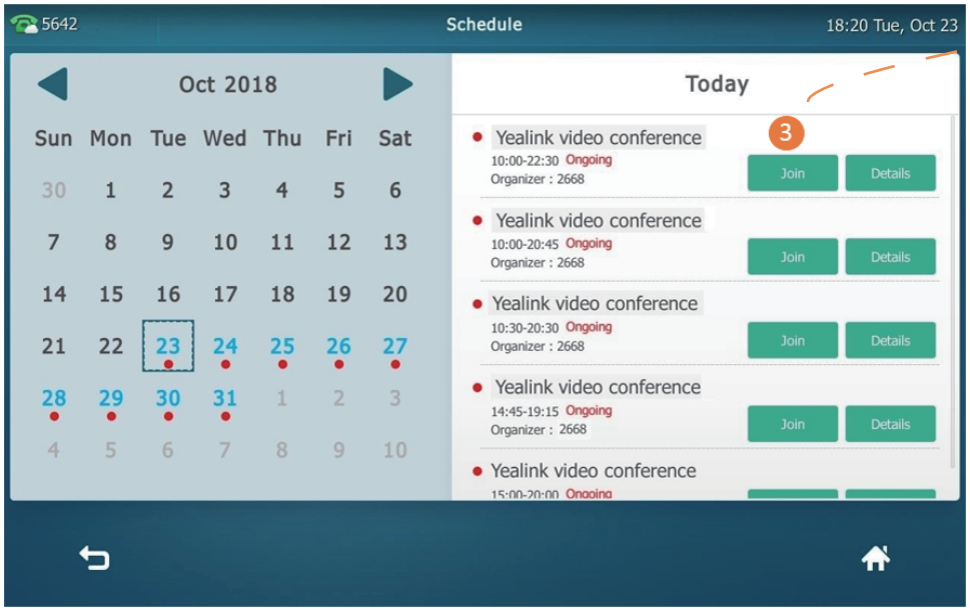
Logging into YMS

1. Click ->**Advanced** (the default password is admin)-> **VC Account**.
   Follow the steps in the picture below to log in.



Joining the Conference from the Schedule

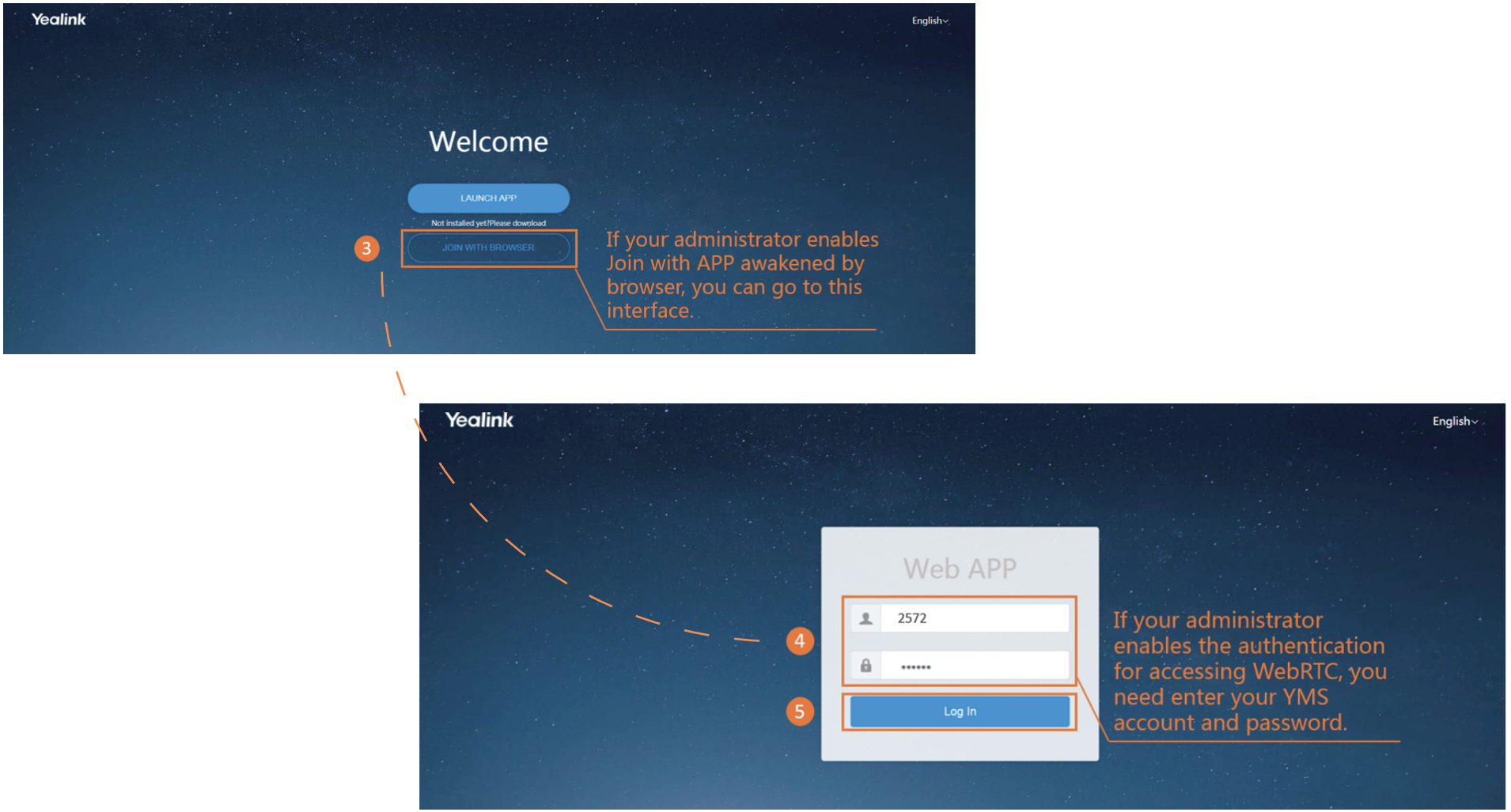


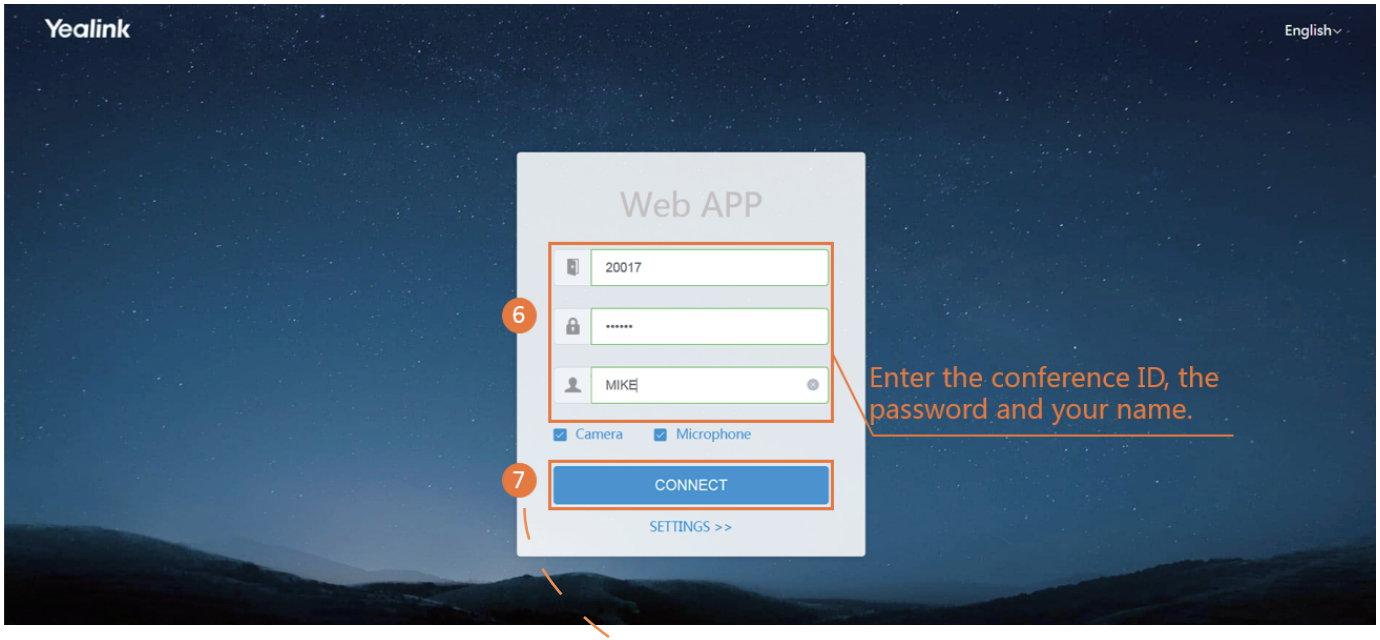


YMS Web App

The supported browsers are: Google Chrome version 52 or later, Firefox version 52 or later, and 360 version 9.1 or later.

1. Open a web browser.
2. Enter https://YMS IP address/meeting/join/#/login in the address bar to visit the Home page of YMS web app.
   Follow the steps in the picture below to join the conference.



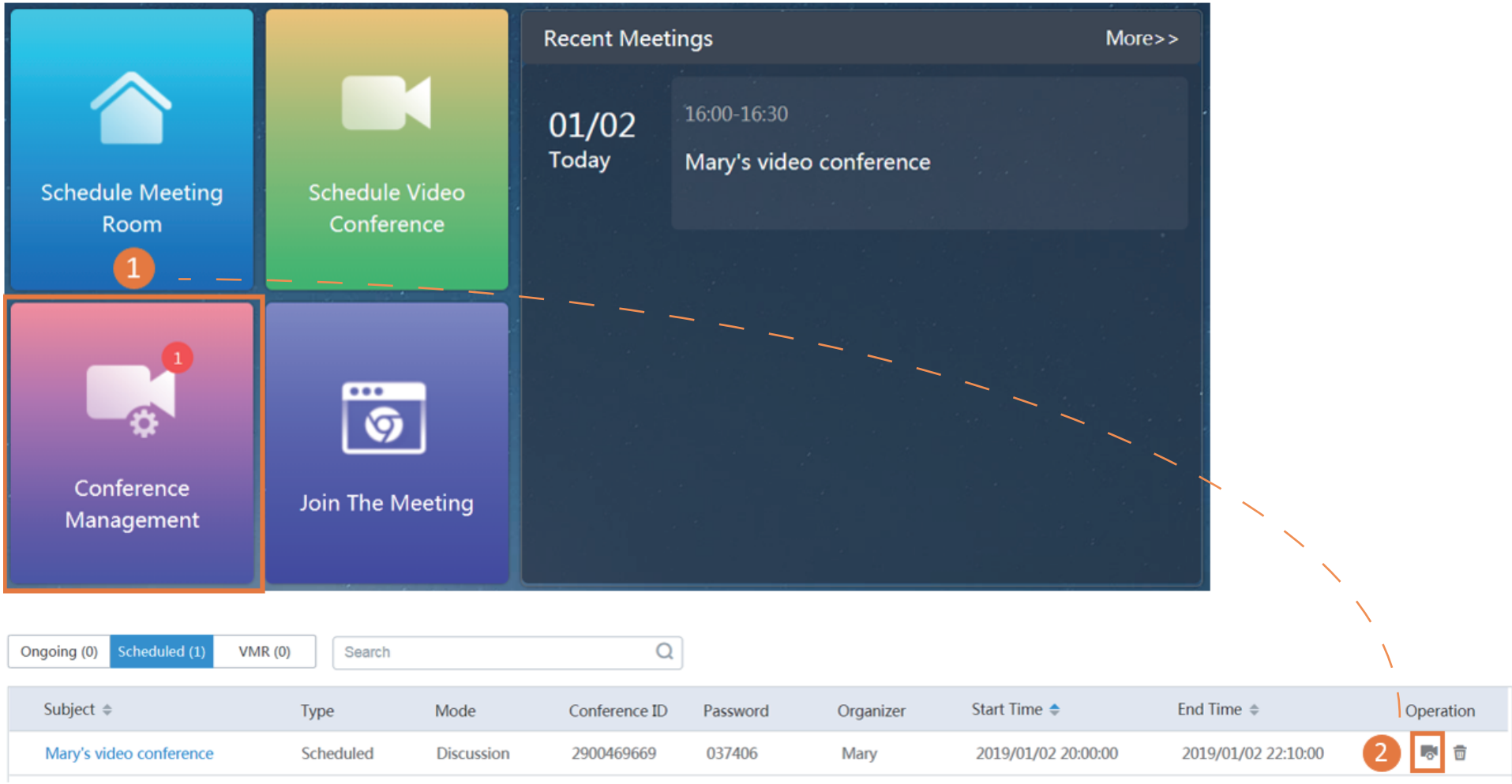

Yealink
English
Web APP
20017
MIKE
Camera
Microphone
CONNECT
SETTINGS >>
6
7
Enter the conference ID, the password and your name.

Video and Audio Preview
Camera
No video device detected
Microphone
No audio device detected
Sound test
Audio Output
default07f3d8914b7d4b54015ccfd8dc...
Play test sound
Don't show me these options again
CANCEL
JOIN
8

Controlling Video Conferences

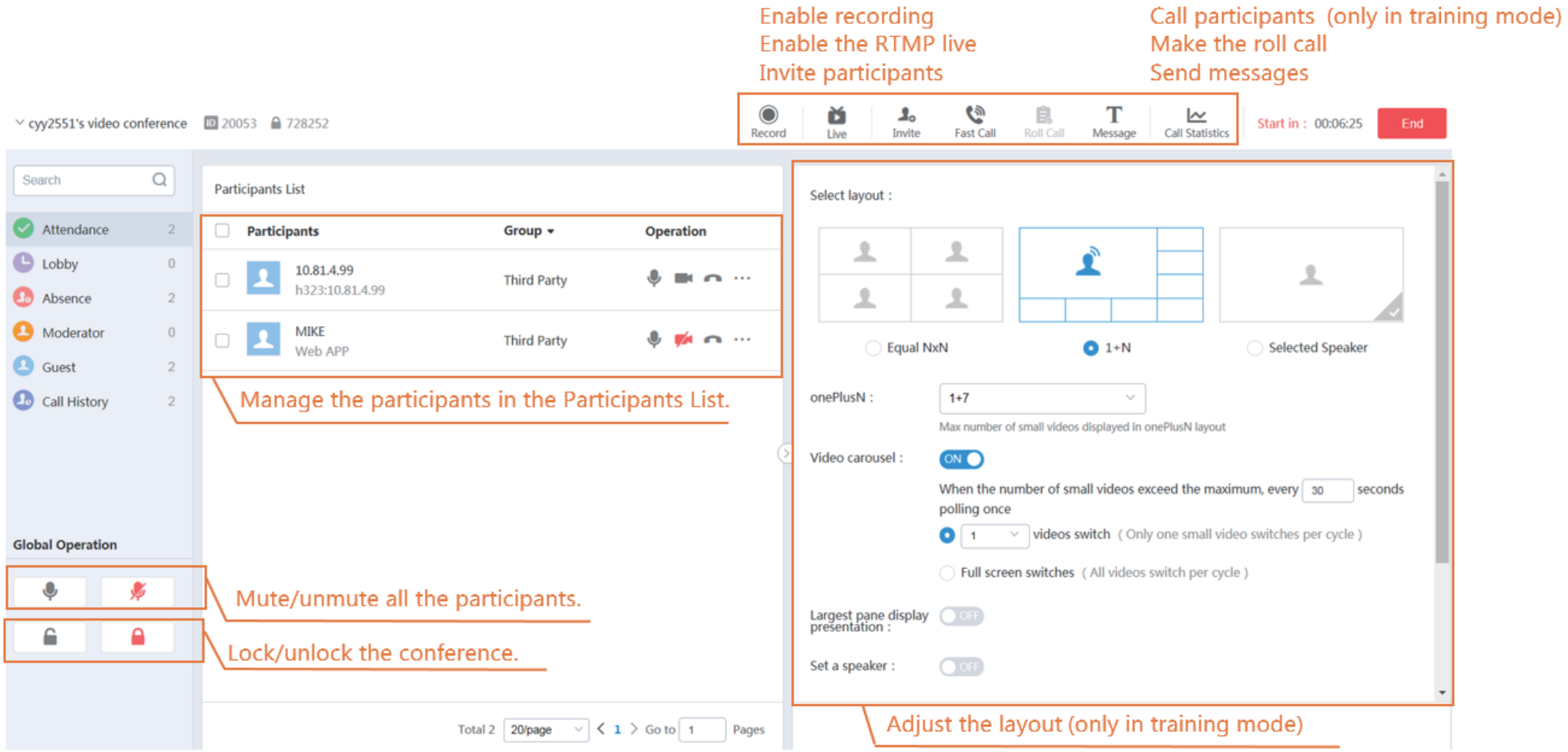
Controlling Conferences

If you have the ongoing or upcoming conferences, you can follow the steps in the picture below to control the conferences.



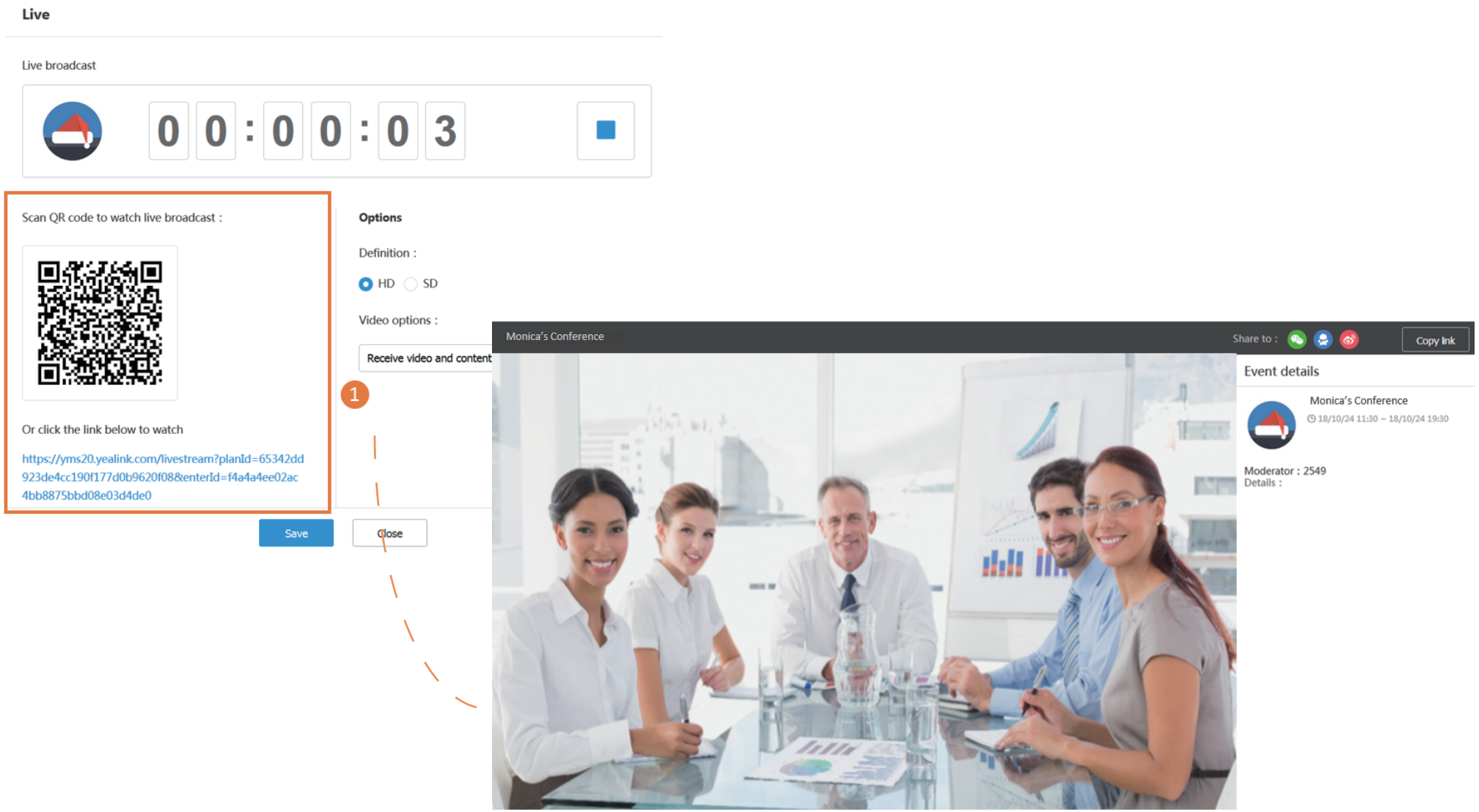
Controlling Conferences

If you are the moderator in the conferneces, you can control the conferences. The details are described as below.



Enabling RTMP Live

Click **Live** on the Conference Control page, and you can share the link with others, so they can watch the live broadcast of the conference.



More Information

For more information about YMS, visit https://www.yealink.com.cn/.